

RESPONSIBILITIES OF SWACJ OFFICERS & SITE COMMITTEE

PRESIDENT

Conferences

Annual

Be present at the past President's Reception on Thursday night
Typically gets room free (check with committee and secretariat).
Run first part of business meeting until the New second vice-president is elected and the first vice-president takes over.

Mid-Year

Run business meeting

Newsletter

Write column for the two newsletters

FIRST VICE-PRESIDENT

Annual Conference

Run second half of the business meeting once new second Vice-President has been elected.
Get gift for President to be given at annual conference.
This usually runs \$30-40 and is tied somehow to the conference site.
Coordinate with the Secretary/Treasurer.

Student Paper Competition

Select two other judges.
Select Entries.
Read and select winners for competition in conjunction with other judges.
Present awards at annual conference.

Newsletter

Select columns for the newsletter. Coordinate with Secretariat.
Edit and format if possible. Coordinate with Secretariat who will be printing and mailing.

SECOND VICE-PRESIDENT

Newsletter

Write a column.

Annual Conference

Determine theme for next conference.
Compile and format preliminary program. Send to Secretariat in May for printing and mailing.
Compile and format final program. Send to Secretariat in early September for printing.
Work with site committee on room requirements.

SECRETARY/TREASURER

Give this list of responsibilities to all SWACJE officers & Site Committee each annual meeting!

Publishing Companies

Anderson will exhibit each year, give a 1 % royalty back to the Association, and often Sponsor a breakfast or break (\$150).

Sage and Copperhouse have started exhibiting & will pay (\$150).

Treasurer

The Association has a Federal Tax Exemption number that you'll need to use when setting up the accounts.

Take reports to the annual and mid-year meetings.

Membership & their payment of dues is in the file MAIN_MAL.XLS

Keep a list of brand new members to welcome them in the next newsletter. For new members, send a new member welcome letter.

SWACJ Letterhead

Update the letterhead and disperse to all SWACJE officers.

ACJS

SWACJE pages in the ACJS membership directory include a Call for Papers for the next conference and a welcome & information page. Send all Newsletters and flyers to the ACJS office.

Mailing

You will be printing and mailing the preliminary program in May in addition to a newsletter.

The second newsletter should be printed and mailed in November.

Newsletter

Working with the First Vice-President, you need to mail out in May (with the call for Papers) and November.

Write column including minutes from the last meeting and a treasurer's report.

Have a "New Members" column.

Conferences

Annual

Take to conference:

Name tags & pins.

Ribbons for officers.

Money bag.

Receipt book.

Membership forms.

List of responsibilities for each officer.

Both check books.

Breakdown of costs for registration table.

Minutes from last year's meeting and the mid-year meeting & the trustee report.

President's plaque.

President's gift (coordinate with First Vice-President).

At conference

Collect money from publishers and sponsoring schools/agencies.

Oversee (with site committee) registration.

Keep money (lock up with hotel at night).

Pay hotel bills.

Take minutes at business meeting.

Give minutes & treasurer's report at business meeting

Mid-Year

Take minutes from annual meeting and treasurer's report.

Take minutes during the business meeting.

TRUSTEE

Annual business meeting Trustee report.

Mid-Year business meeting Trustee report.

SITE COMMITTEE

Registration

Students to work registration.

Luncheon.

Head table for all officers, ACJS president, site committee, and guest speakers.

Publishing Companies.

Display tables near the registration table, have them available early for set-up.